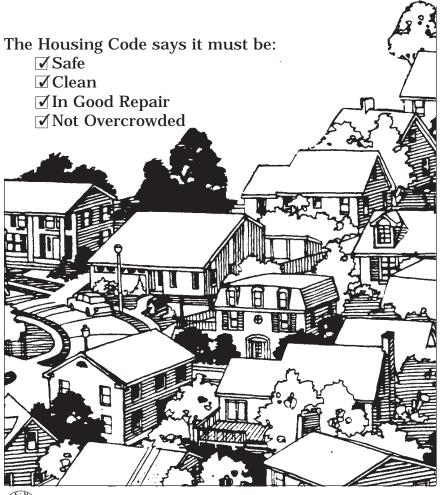
# Use this Guide to

# Check / Your Home





City of Rockville • Department of Neighborhood and Community Services Community Enhancement & Code Enforcement Division

This booklet is designed to be helpful to all citizens, whether tenant, homeowner or landlord, as an informal guide to the Property Maintenance Code of the City of Rockville.

Boxes  $\square$  indicate requirement of the Property Maintenance Code.

This booklet does not pretend to have legal status. For precise definitions and descriptions of requirements, see the Code itself on the City's Web Site at www.rockvillemd.gov.

**Please note:** The Rockville City Code online is not official. Official copies of chapters and/or ordinances of the Rockville City Code may be obtained through the City Clerk's Office.

# First,

# LOOK AT THE OUTSIDE STRUCTURE

# **IS YOUR HOME**

□structurally sound?

□rat-proof?

□weather-proof?

□well-maintained?

#### **WINDOWS**

□can be opened □unbroken □sash fits

#### **ROOF**

☐free of leaks

#### **CHIMNEY**

□secure
□lining intact

#### **WALLS**

□no holes
□no cracks
□curfoca into

□surface intact



# **STEPS**

□not worn
□evenly spaced
□no tripping hazar ds
□handrails firmly attached

# DOORS

□weathertight
□waterproof
□hinges and locks okay

# GUTTERS AND DOWNSPOUTS

□not obstructed
□no leaks
□firmly attached

#### **PAINT**

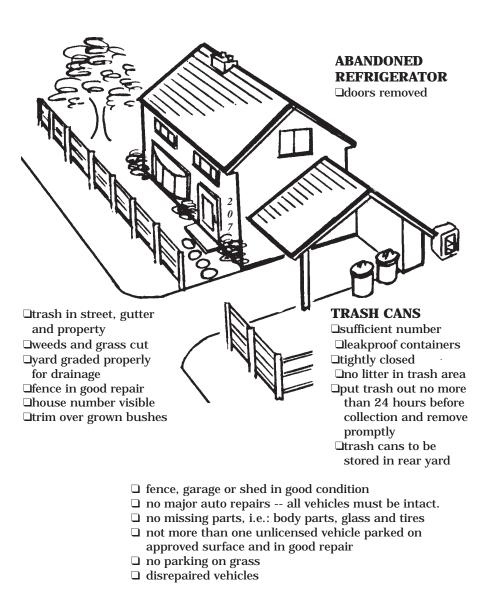
□wood surface protected □metal surface protected □not peeling

#### **FOUNDATION**

□sound
□no holes
□no cracks

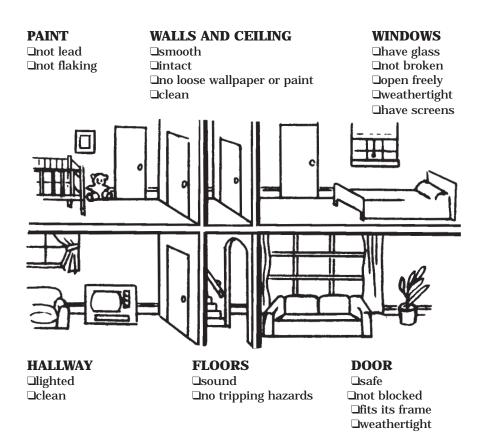
# **STILL OUTSIDE -**

☐ Is the yard clean and well-maintained? (Or is it inviting to rats, insects and vermin?)



# **GOING INSIDE -**

# ☐ Is it clean, safe and well-maintained? (And free of rats and bugs?)



# **ELECTRICAL SYSTEM**

□service pr ovided
□2 duplex outlets per room, min.
□properly insulated
□no extension cords
□no frayed cords
□do not overload outlet or system

# IF MULTIPLE FAMILY DWELLING

□license displayed □second way out of dwelling unit □no kerosene heaters

# **UNINHABITABLE ROOMS**

□no sleeping (i.e., basements and furnace rooms)

# THE KITCHEN

# THE HOUSING CODE REQUIRES

□cooking range in good working order □space for storage □no gasoline stove

□range hood clean

□refrigerator in good working order

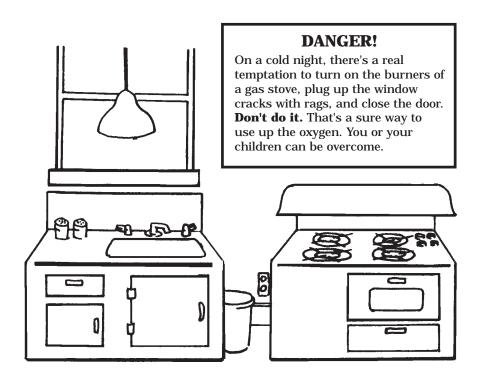
□no sleeping in kitchen

□water from approved source

□hot, cold water

 $\label{eq:water line} \square water line connected to$ 

sanitary sewer



# ALSO CORRECT THESE VIOLATIONS:

 $\ \Box$  chipping paint, especially poisonous lead paint

□dripping faucet

□cracked linoleum

# **Electrical problems like:**

□Unprotected outlets within

6 feet of the sink □overloaded outlets

Dover loaded outlets

□frayed wires

# **Roach and rat attractors, including:**

□dirty dishes

□dirty stove

□garbage inside, and in flimsy containers

□accumulation of grease buildup

on and around stove

# THE BATHROOM: A Trouble Spot

# THE HOUSING CODE REQUIRES, IN WORKING CONDITION:

□a tub or shower

□a wash basin

□a toilet

□a light and GFI outlet

□no passageway thr ough it

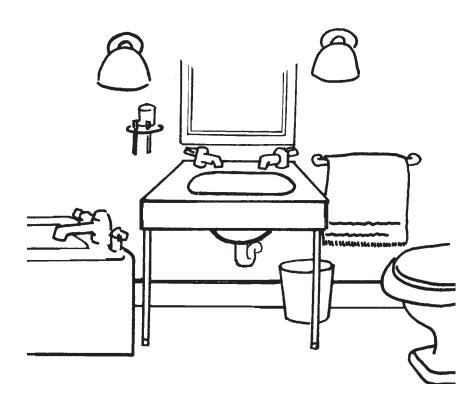
□no faucet in tub or basin lower than top rim (of tub or basin)

# AND EVERYONE SHOULD BE SURE TO:

□clean bathroom fixtures daily
□avoid stains by following
directions on cleanser

□avoid water waste by having leaking faucet or toilet fixed

□Keep toys, toothbrushes and trash out of toilet



Water and electricity can electrocute you, so

- use a non-metallic cord instead of a pullchain
- never use an electric clock or radio in the bathroom

# A PROPERTY OWNER, LANDLORD OR OWNER-OCCUPANT IS RESPONSIBLE FOR THESE THINGS:

- Obtaining a rental license.
- Not renting out housing with code violations.
- Keeping clean the shared or public areas of dwellings with two or more units.
- Eradicating rats, insects and other pests.
- Displaying a license in each multiple family dwelling.
- Posting name, address and telephone number (P.O. box number is not enough) of the owner or his agent.
- Not putting garbage or rubbish in the streets, gutters or on the property.
- Notifying occupants of exits.
- Not permitting overcrowding.
- Supplying hot and cold water.
- Not assessing a rent increase without a ninety (90) day written notice.
- Not assessing a late charge within 10 days of the date for rent nor in excess of five percent after the 10th day.
- Notifying tenant with a written list of damages within 45 days of termination of lease if any portion of the security deposit is withheld.
- Returning security deposit (including four percent interest) within 45 days of termination of lease.



- Keeping the dwelling unit clean (particularly cleaning floors and walls) and keeping plumbing unobstructed.
- Appropriate disposal of garbage and refuse.
- Not committing vandalism, and not permitting anyone else to vandalize.
- Not blocking exits or stairways with furniture, bicycles, carriages or other obstacles.
- Not storing flammable liquids inside.
- Giving the owner access to make repairs at reasonable times.
- Complying with all rules that are brought to the tenant's attention and agreed to in writing.
- Properly using and operating all electrical fixtures, including smoke detectors and plumbing fixtures.
- Paying rent when it is due.
- Promptly notifying the landlord of defects.

# What Does "OVERCROWDING" Mean?

# Each dwelling unit must have

150 square feet for the first occupant

plus

100 square feet for each additional occupant

one bedroom or living room at least 120 square feet

plus

a kitchen space not less than 50 square feet

plus

a bathroom that can be used

and

not less than 240 square feet in all

70 square feet	and if slept in by 2 or more must have	50 square feet – for each additional person	
The ceiling in attics or top half-stories must be at least 7 feet high over one-third of the area.			
The ceiling of half of a bathroom or a room used for living purposes must be 7 feet high			
In figuring how big a roo any part of a room lower than 5 feet high does not count.			
Each dwelling unit must ing, stair or street.	have separate ac	cess to a h	all, land-

A bedroom must be at least:

# A final danger area:

# THE BASEMENT

# WALLS

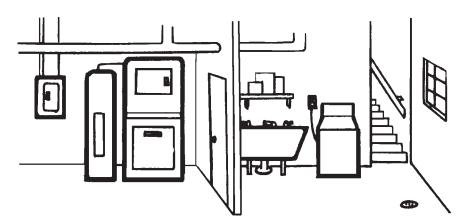
□waterpr oof □not flaking

# WATER

□no cross connection of waste pipe and water pipe □no faucet in tub lower than top rim of tub

# WATER HEATER

□can heat to 120 °
□vented if gas-fired
□safety device installed



#### **STORAGE**

□flammable storage away from gas appliances

#### IF OCCUPIED

□has emergency exit
□has windows meeting
minimum requirements
for light and ventilation

#### **HEATING SYSTEM**

□can heat to 65 °
□sealed against fumes
□in working order
□safety switch
□furnace sections sealed
□ducts and pipes leak-free

# **CELLAR** (below basement)

□not for sleeping

# **ELECTRICAL SYSTEM**

□ properly grounded
□ wires insulated
□ no extension cord as
permanent wiring
□ fuse box enclosed
□ no oversize fuses

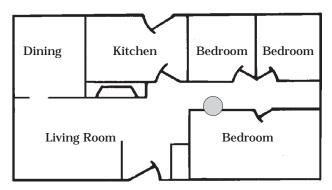
# **FLOOR**

□paved □
waterproof □
storage above floor
□no trash accumulated
□grill over drainpipe outlet

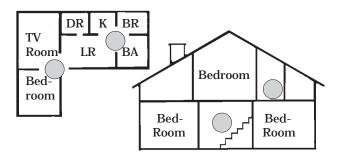
# **STAIRWAY**

□lighted □railing □steps secure

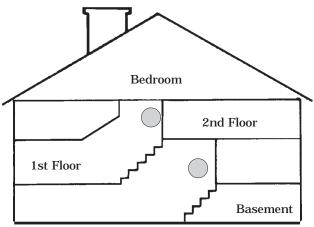
# DETECTORS SMOKE



**A basic smoke detector** (indicated by gray circle) shall be located between the sleeping area and the rest of the house.



**In homes with more than one sleeping area,** a smoke detector (indicated by gray circle) should be provided to protect each.



**In homes with stairs,** a smoke detector (indicated by gray circle) should be at the head (top) of each.

Are Required by Law at Change of Occupancy

# THE COMMUNITY ENHANCEMENT PROGRAM

The City's continuing effort to maintain the appearance of neighborhoods is achieved through the Community Enhancement Program. The goal of this program is to help preserve property values and housing stock and to help maintain the good appearance of the community.

Through the Community Enhancement Program neighborhoods are patrolled by housing inspectors, from Community Enhancement & Code Enforcement, in an effort to spot and eliminate code violations. Your cooperation is needed to maintain your property free of defects as noted in this booklet. Please call Community Enhancement & Code Enforcement at 240-314-8330 for any additional information, concerns or complaints.

All building work except minor repairs must be done under permit.

All electrical, heating and plumbing work should be done by licensed contractors under permit. Applications for permits may be obtained through the Inspection Services Division, Rockville City Hall.

# City of Rockville Phone Numbers You Can Use

City Hall Main Number240-314-5000
Animal Services
City Tree Maintenance
Community Services
Construction Permits
Housing Assistance (MPDU's)
Human Rights & Community Mediation 240-314-8316
Landlord/Tenant240-314-8219
Police-Non Emergency
Refuse and Recycling240-314-8568
Water Problems



# **City of Rockville**

Department of Neighborhood and Community Services
Community Enhancement & Code Enforcement Division
111 Maryland Avenue
Rockville, Maryland 20850
240-314-8330 • www.rockvillemd.gov